



MDWG Finance Officer's Quick Reference Guide (QRG)

- i. **Intro** – The Quick Reference Guide for MDWG Finance Officers provides essential information for unit Finance Officers. It is derived from the CAP finance regulation 173.1 and other relevant sources but is not meant to be a substitute for the CAP reg.
- ii. **Key Dates/Events**
 - Quarterly: Finance committee meetings; minutes must be documented (*para. 9c (8)*)
 - Within thirty days of change of command: submit new CAPF 172 to wing
 - Mid-September: Next fiscal year budget (*para. 9c (9)*)
 - Mid-September, Consolidated Finance Authorizations (CAPF 172): effective 01 October of next fiscal year (*para. 9c (1)*)
 - September: Annual review and update (as needed) of Finance Committee duty assignments in eServices (Commander function)
- iii. **Maryland Wing Finance Forms** <http://mdwg.cap.gov/index.php/a1-administration-and-personnel/publications/>
 - MDF 33 – for B and C missions, manual payment form for pilots to pay for self-funded flights when not paying by Paypal
 - MDF 34 - Wing Banker Deposit
 - MDF 35 - Wing Banker Check Request
 - MDF 173-4 - MDWG Fund Raising Request
- iv. **Reference Tools**
 - MDWG Finance Officer's Quick Reference Guide (QRG)
 - CAPR 173-1, CAP Financial Procedures and Accounting - https://www.qocivilairpatrol.com/media/cms/R173_001_F17766C8102F6.pdf
 - Finance Committee Toolbox - <https://www.qocivilairpatrol.com/members/cap-national-hq/financial-management/finance-committee-toolbox>
- v. **Finance Officer Professional Development**
 - Financial Mgmt. Specialty Track Study Guide & Checklist (CPP 202) - https://www.qocivilairpatrol.com/media/cms/P202_9C1D78BB6241B.pdf
- vi. **Important Considerations**

- All personal reimbursement requests (MDF-35) must be submitted within 60 days of incurring an expense or receiving an invoice. Requests for reimbursement presented after 60 days will not be honored (*para. 18*).
- Expenditures in excess of \$500 must be approved by the finance committee in writing or via e-mail, unless the expenditure is a recurring expense already approved in writing. A copy of the approval will be sent to the wing director of finance along with the check request and supporting documentation. (*para. 9c (4)*)

vii. Contacts

- **Capt. Rick Malament, CAP - MDWG Director of Finance**
 - ❖ rmalament@cap.gov
 - ❖ 240-252-0082
- **Lt. Col. Chris Roche, CAP – MDWG Assist. Director of Finance**
 - ❖ christopher.roche@mdwg.cap.gov
 - ❖
- **Melissa Colliver – MDWG Administrator**
 - ❖ mcolliver@capnhq.gov
 - ❖ 410-750-6394